1. Collection of 1099 Information

   a. Agencies Responsibilities
      - Agencies requiring paperwork from a vendor should include one of the following forms in that paperwork:
        - IRS Form W-9 – Request for Taxpayer Identification Number and Certification which can be obtained from IRS website http://www.irs.gov/pub/irs-pdf/fw9.pdf , or;
        - Individual (Non-Business) Substitute IRS Form W-9 can be downloaded from http://www.nd.gov/eforms/Doc/sfn54309.pdf , or;
        - Business Registration Substitute IRS Form W-9 can be downloaded from: http://www.nd.gov/eforms/Doc/sfn53656.pdf.
      - Originals or copies of the above mentioned forms are to be forwarded to the Vendor Registry Office.

   b. Vendor Registry

      - Vendors who have not submitted the proper paperwork and have reach $600.00 in the current reporting year will be contacted by Vendor Registry, for the proper paperwork.
      - A query is run periodically, so some vendor may receive more than one notice if the fail to respond.

2. 1099 MAINTENANCE

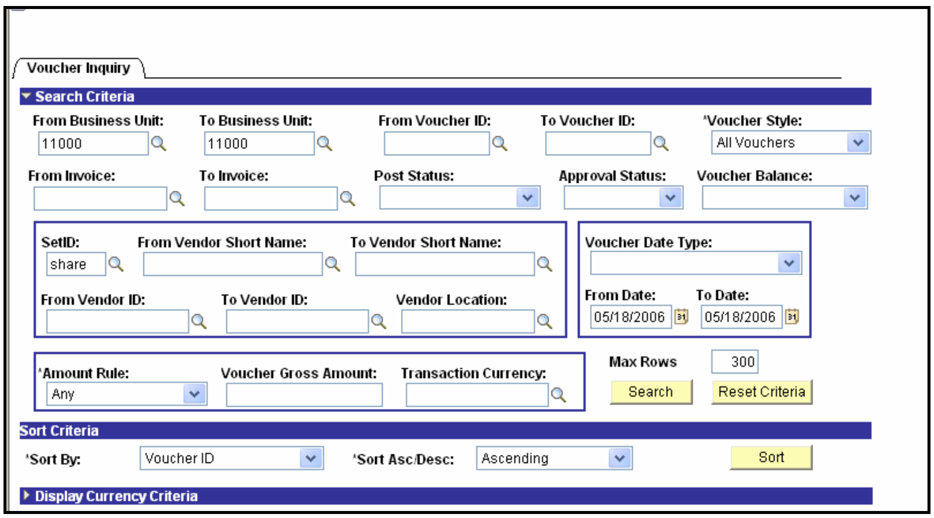
   a. Roles
   - NDS_ALL_ VENDOR_INQUIRY-This role helps AP users find the correct vendor and address for payments.
   - NDC_ALL_1099_MAINTENANCE – This role allows the user to edit the reportable vouchers.
   - These roles are available to all agencies by completing ConnectND Financials Security access Request SFN 54418 (this form is available on the OMB website http://www.nd.gov/fiscal/authforms.html) .

   b. Queries
   - Name Search
     - NDS_VNDR_ALT_NAME searches the Name 2 and Alternate fields. This is a public query – anyone can access it.
   - TIN Inquiry
     - NDS_VNDR_TIN_SEARCH2 provides the TIN number of a vendor – this is a private query. Anyone interested in this query please contact the Renee at the Vendor Registry Office for the details.
   - Search for vouchers by Account
     - NDS_ACCOUNT_INQUIRY allows agencies to search for all payments charged to a particular account, such as Professional Services or Honorariums.

- Report of all 1099 payments
    - NDS_1099_ACTIVITY will list all vouchers check marked for 1099 reporting for a specific time frame.
- Year- To- Date Reportable Payments – Being developed. Will notify when available.

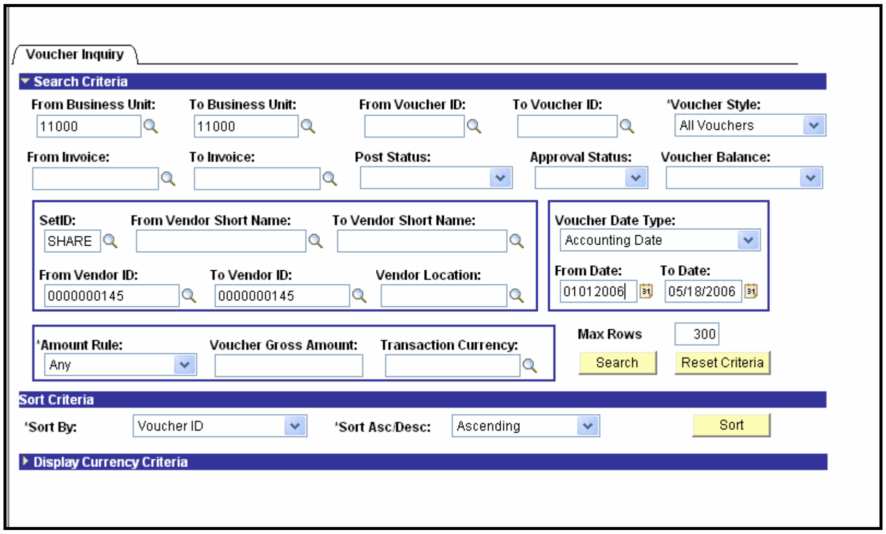
c. AP INQUIRY
This tool is very usefully when working with 1099 vendors.

Accounts Payable>Review>Vouchers>Voucher Inquiry



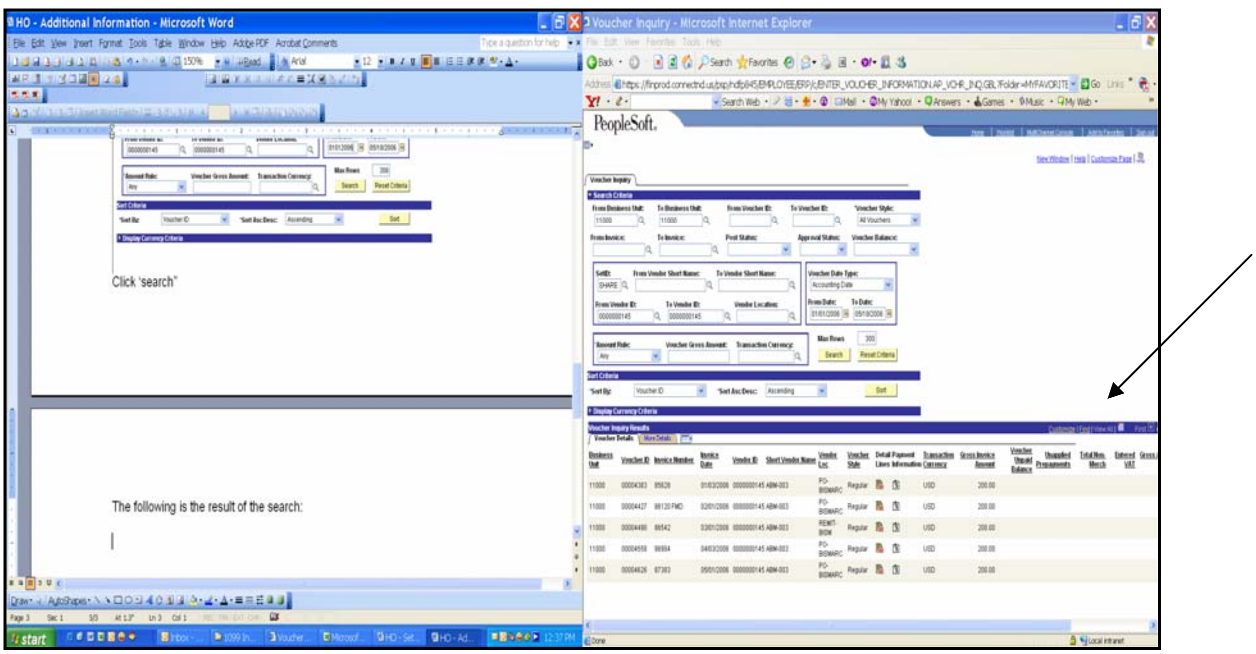
Enter the following example:

1. From business unit: 11000/To business unit: 11000 – enter your business unit here.
2. SetID: is always 'share'
3. From Vendor ID/To Vendor ID: enter the vendor's id number here
4. Voucher Date Type: to select only the current year's data on a vendor you will need to select one of the dates from this dropdown.
5. From Date/To Date: Select the time period that is applicable.



Click 'search"

The following is the result of the search:



Note: This search can be downloaded into Excel by clicking on this icon next to view all.

This inquiry will provide you with all the vouchers paid by your business unit to a particular vendor.

e. REFERENCE INFORMATION.

- IRS – http://www.irs.gov – this site provides information needed to handle 1099 reporting.
- Vendor Registry - http://www.nd.gov/spo/vendor/registry/ - this site handles all the forms needed to update a vendor's record.
- 2006 General Instructions for Forms 1099, 1098, 5498, and W-2G (Rev. December 2005). http://www.irs.gov/pub/irs-pdf/i1099gi.pdf
- IRS search for charities: http://apps.irs.gov/charities/charitable/index.html
- North Dakota Secretary of State business search https://secure.apps.state.nd.us/sc/busnsrch/busnSearch.htm
- This handout is posted to the State Procurement Office website: http://www.nd.gov/spo/connectnd/manual/